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Campus News February 18, 2005

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Tip: For your convenience the table of contents is "hot." Click topic headings below to go directly to that page from page one.

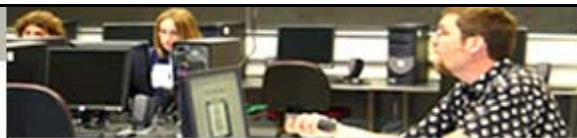
CAMPUS NEWS - February 18, 2005

La Salle University's Weekly Informational Circular

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Teaching In A Techno World

Spring 2005 Faculty Development Mini-Conference



PART I: DVD Presentation: Educating the Net (Next) Generation—Three Showings!

Diana Oblinger, Vice-President of EDUCAUSE leads the association's teaching and learning programs and directs the NLII, the National Learning Infrastructure Initiative, a community that collaborates to promote the strategic use of information technology to improve teaching and learning.

**Wednesday, February 23rd @1:00 PM or
Thursday, February 24th @12:30 PM or
Friday, February 25th @ 2:00 PM**

All showings will be held in Olney 100

ALL ARE WELCOME!

PART II: Faculty Development Mini-Conference—Tuesday, March 22nd

Many of the sessions below will be run twice during the day to accommodate faculty schedules. This Spring's program will feature the following sessions:

- How Secure Is Your Cyberspace?
- WebCT vs. My Courses: Which Tool is Right For You?
- Making the Library Work For You
- "I'm Not Sure If You're the Right Person To Ask But..."
- Advancing Web CT
- Intellectual Properties—Who Owns This Anyway?
- Are Your Students Cheating? (Plagiarism and TurnItIn.com)
- PowerPoint Do's and Don'ts
- Portal 101—What's A Channel?
- Grants and Sponsorships...*On-line*
- Portal Groups—Making Communication Easy!
- What Students Think About Technology

Save the Date!

Part II: Tuesday, March 22nd Mini-Conference

Registration Materials will be made available next week!

2005 Distinguished Faculty Awards

In Spring 2004 the Faculty Senate recommended, and the Provost approved, the creation of two distinct faculty awards: one for scholarship and one for service.

Nominations for the two Distinguished Faculty Awards are due **Monday, February 28, 2005**. Nominations should be sent to Dr. Jacqueline Pastis, Chair of the Senate Subcommittee on Academic and Faculty Affairs, through Campus Mail (Box 134) or e-mail (pastis@lasalle.edu).

Faculty Distinguished Scholar Award

1. Purpose:

The purpose of the award is to recognize and honor excellence in scholarship among our faculty colleagues.

2. Criterion for selecting a winner:

The award will be conferred for outstanding scholarly work done across one's career at La Salle University (rather than for the activities of a single year). Letters of recommendation should clearly demonstrate how the nominee's work is exceptional according to discipline specific criteria.

3. Procedures:

All full-time members of the faculty are eligible for the award. Prior receipt of any other award will not affect eligibility.

The 'Awards Committee'—comprising the four members of the Faculty Senate Subcommittee on Academic and Faculty Affairs, two additional faculty members appointed for one-year terms by the Senate, and the Assistant Provost – will select the recipient from among nominations made by full-time faculty members. The at-large members of this Awards Committee will be selected in such a way that each of the schools of the University has at least one representative on the committee.

Early in the spring semester of each year, the Faculty Senate will solicit and receive nominations. Individual faculty members may nominate themselves or others by submitting a letter of nomination describing the contributions made by the nominee. The letters of nomination should be written so that they will stand by themselves as documentation of the justification for the award. On receiving nominations, the Awards Committee will inform the nominee and, if the nominee wishes to be considered for the award, the Committee will request that the nominee submit a curriculum vita and the names of two external evaluators from whom the committee will then solicit confidential letters of support. The Committee will then meet to identify the award recipient. There will be one recipient per year. Generally, in order that the award may be conferred in a timely fashion in a given year, the process of nomination and selection will be completed by May Commencement.

Typically, the recipient's achievements will be recognized and honored at an appropriate time, and the recipient will have the option of addressing brief remarks to those gathered. The Provost will award the recipient an honorarium of \$1,000.00, and an award certificate. In addition, as abiding public recognition of the recipient's achievements, a plaque bearing the recipient's name will be placed in a prominent public space on campus.

(Continued on the next page)

Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services or Portal Communications.

2005 Distinguished Faculty Awards

Faculty Distinguished Service Award

1. Purpose:

The Faculty Distinguished Service Award is intended to recognize excellence in service among our faculty colleagues. Complementing the Lindback Award and the Faculty Distinguished Scholar Award, which respectively recognize excellence in teaching and excellence in scholarship, this award is intended to recognize excellence in community service.

2. Criterion for selecting a winner:

This award is given for exceptional involvement in and devotion to the good of the University community for collegial contributions that advance the University's mission, and for leadership in building a Lasallian sense of fellowship either among the branches of the University or between the University and the larger community to which La Salle belongs.

3. Procedures:

All full-time members of the faculty are eligible for the award. Prior receipt of this or any other award will not affect eligibility.

The 'Awards Committee'—comprising the four members of the Faculty Senate Subcommittee on Academic and Faculty Affairs, two additional faculty members appointed for one-year terms by the Senate, and the Assistant Provost—will review the nomination letters. The at-large members of the committee will be selected in such a way that each of the schools of the University has at least one representative on the committee.

Early in the spring semester of each year, the Faculty Senate will solicit and receive nominations. Individuals may nominate themselves or others by submitting a letter of nomination describing the contributions made by the nominee. The letters of nomination should be written so that they will stand by themselves as documentation of the justification for the award. The Awards Committee will review applications and identify a short list of no more than three candidates. The committee will then meet with the Provost to identify the recipient. There will be one recipient per year. Generally, in order that the award may be conferred in a timely fashion in a given year, the process of nomination and selection will be completed by May Commencement.

Typically, the recipient's achievements will be recognized and honored at an appropriate time, and the recipient will have the option of addressing brief remarks to those gathered. The Provost will award the recipient an honorarium of \$1,000.00 and an award certificate. In addition, as abiding public recognition of the recipient's achievements, a plaque bearing the recipient's name will be placed in a prominent public space on campus.

Academic News and Events

La Salle Art Museum Presents "Africana"

Come on down and take a look at our tripartite series of installations called "Africana" in the La Salle Art Museum. The shows feature works by African-American Artists in Philadelphia, African Tribal Art, and representations of African-Americans in art.

You're also invited to attend the series of lectures the Art Museum has organized to celebrate Black History Month. These include:

- **February 22, 12:30 -1:30pm:** Professor Judith Musser, "Disney's 'The Jungle Book' and the Civil Rights Movement."
- **February 25, 6-7pm:** Sande Webster, Owner of Sande Webster Gallery representing African-American Artists, Lecture.
- **March 2, 1-2pm:** Professor Luisa Ossa, "Afro-Hispanic issues in Popular Music."

The lectures will all be held in the Renaissance Room of the La Salle Art Museum. I hope we'll see you there!

If you have questions, please contact **Madeleine Viljoen**, Curator at tel: x3653 or email: viljoen@lasalle.edu



Lasallian International Programs Consortium--Now a Reality

As many of you know, Dr. Rich Nigro and Ray Ricci have been networking with other Lasallian schools in the U.S. to develop a study abroad consortium. After several months of work, I am pleased to announce that the Lasallian International Programs Consortium is now a reality. As one of the first initiatives of the Consortium, La Salle University is taking the lead by establishing a third study abroad site with our brother institution, Universidad La Salle, in Mexico City. This spring, I will be promoting our own study abroad programs in Galway, Rome, and Mexico City, as well as programs offered through the Consortium to over 20 other locations.

For more information, log on to the Consortium website for further information:

<http://www.lasallianstudyabroad.com>

Throughout the year, I hope to present our programs and other Lasallian programs to as many interested students as possible. If you could spare a few moments to allow me to make a presentation to your class or student group, I would appreciate the opportunity to help students make their dream to study abroad a reality. You may contact me at x.1948 or e-mail brightman@lasalle.edu to set up a meeting or presentation. I look forward to hearing from you about these exciting initiatives.

-James Brightman

Multicultural and International Center

Academic News and Events

"Cultural and Educational Aspects of Lasallian
Work with The Poor in Peru"

Presented by Paul McAuley, FSC
Tuesday - February 22, 2005
4:35-6:00
Music Room



"Organizing the Poor in the Amazon Basin: An
Economic and Ecological Essay"

Presented by Paul McAuley, FSC
Thursday - February 24, 2005
12:30 – 1:50
Dunleavy Room

**Presented In Association with LaSalle's Diplomat in Residence
Program**

Brother Joseph Dougherty, FSC
213 McShain Hall
x 1347
dougherj@lasalle.edu



Presentations are open to LaSalle Community.

General News

Commencement 2005

To: All Faculty and Staff

Please let any seniors know about this opportunity to write their Commencement Speech.

Thank you.

Student Speaker

Commencement 2005

Graduating seniors from the day and evening divisions are encouraged to apply for selection as the student speaker for the Commencement 2005 Ceremony. A committee of students, faculty, and administrators will choose the speaker.

The content and style of presentation of the speech will be the primary criteria used by the selection committee. The delivery time of the speech must be no longer than five (5) to eight (8) minutes. A suggested norm is one typed (double-spaced) page per speaking minute.

One copy of the typed speech and a disk copy must be submitted to the Division of Student Affairs Suite (123 Union Building) by 4:30 p.m. on Thursday, March 3, 2005. Copies of the speeches will be provided to the members of the selection committee and they will determine the final pool of students to be invited for in-person auditions, which will be conducted in the Rodden Theater on Wednesday, March 30, 2005, from 2-6PM. Students will be notified soon after Spring Break if they are among those selected for auditions.

Thanks for your attention and response to this invitation. Writing a commencement speech is a challenging and rewarding task. If you have additional questions or concerns about appropriate content or the selection process, please do not hesitate to contact University Life, ext. 1374.

ANNOUNCING TRAINING TIPS

A message about training and life-long learning from the Human Resource Department.

"Knowledge is not very productive unless it moves in response to an issue, a problem or an opportunity. Then, it can create magic."

[Bob Buckman](#), Former CEO of Buckman Laboratories



Learn how to put your knowledge into action. Develop your leadership abilities. Get results by your actions.

General News

*They all have big dreams.
They all are on their way to something better.
They all are just getting by...*

The Masque of La Salle University Presents

THE HOT L BALTIMORE

**A Play by Pulitzer Prize Winner Lanford Wilson
Directed by Tom Reing**

February 18, 19, 20*, 24, 25, 26

**Dan Rodden Theatre, La Salle Union
Shows start at 8:00 p.m. (*2:00 p.m. Sunday matinee)
\$9 General Admission / \$7 Students, Faculty, and Senior Citizens
Each La Salle student receives one FREE ticket
(Courtesy of the Student Activities Fee)
Produced in Association with Dramatist Play Service, Inc.**

It's a slice of life on the wild side...the lost side.

It's a play about America.



**The Masque
Supporting Plays and Thespians Since 1929**

“Who’s Who Among Students...”

Dear Faculty & Staff:

As the Associate Director of University Life in the Division of Student Affairs, I am the chairperson for Who’s Who Among Students In American Universities and Colleges Committee for LaSalle University.

Last year several deserving students received recognition from Who’s Who Among Students In American Universities and Colleges. La Salle University has had a proud tradition of nominating students who embody the spirit of our community. These people are outstanding students, leaders, and/or paraprofessionals.

I am asking you to nominate students for this prestigious award. Eligible students must have junior or senior year status. Graduate students are also eligible to be nominated. Students who are nominated should be academically sound and have a history of serving their community, or working to improve the world in which they live. This may seem like a daunting task but I am sure there are students who come to mind as you read this letter. Please send your nominations to me via email with the name of the student or students you are nominating.

The nominated students will be selected through a committee comprised of students, faculty and staff from LaSalle University. Letters will be sent to all the students who participated regarding their status in terms of selection for the program. The results of the committee’s findings will be forwarded to the representatives from the Who’s Who Among Students In American Universities and Colleges Program. The students who are selected for recognition will be honored at an awards ceremony in the Spring Semester.

All nominations should be received by **via email or campus mail (University Life Box 412) by Friday, March 18, 2005**. Please include the full name of the student(s) you are nominating. Please join us in continuing this tradition at LaSalle University by nominating the students you feel deserve this recognition. Thank you for your support in this endeavor.

Sincerely,
Christopher Kazmierczak
Associate Director of University Life

Who’s Who Among Students Nomination Form

Student’s Name: _____

Reasons for Nomination:

Signature

****You may also vote make your submission online in the **mylasalle portal**. Look for the **2005 Student Award Nomination** link in the **What’s New** channel.****

Please return to Box 412, Programming Center, 307 Union Building, by Friday, March 18, 2005.

Sports



Upcoming Events...

2/19	Men's Basketball vs. UMass	2:00 pm
2/19	Atlantic 10 Indoor Track Championships @ Rhode Island	
2/20	Women's Basketball vs. Duquesne	12:00 pm
2/25	Women's Basketball vs. St. Joes (Senior Day)	7:00 pm
2/27	Men's Basketball vs. Xavier (Senior Day)	2:05 pm
3/4-3/7	Women's Basketball Atlantic 10 Tournament @ George Washington	
3/9-3/12	Men's Basketball Atlantic 10 Tournament @ Cincinnati	



DSA Meeting Minutes

Division of Student Affairs

Student Affairs Committee: February 8, 2005

Members Present: Joseph Cicala (chair), Katie Daniels, Evelyn Klein, Kevin Martin, Margaret McCoey, Lane Neubauer, Mike Nicholas, Erin Oakes, Patrice Oppliger, Rejeanne Richard, Leo Schwartz, Nikki Schwartz. Guests: Lou Lamorte, Director, and Michael Bachman, Associate Director, Career Services.

Members Absent: James Brightman.

1. Dr. Neubauer led us in a moment of prayer and reflection.
2. The minutes of our January 25 meeting were reviewed and approved.
3. Preparations were made for our upcoming CAS (Council for the Advancement of Standards) based study of University Ministry and Service. The sections of the study guide, which was distributed electronically prior to our meeting, will be completed by the following groups and submitted to Dr. Neubauer by March 1, in preparation for discussion at our March 15 meeting with representatives of University Ministry and Service.
 - Sections 1, 2, 3: Mr. Martin (leader), Mr. Nicholas, Prof. Oppliger, Mr. Schwartz.
 - Sections 9, 10: Ms. Daniels (leader), Prof. Klein, Dr. Neubauer, Ms. Oakes.
 - Sections 11, 12: Ms. Schwartz (leader), Mr. Brightman, Prof. McCoey, Ms. Richard.
 - Sections 4-8, 13: University Ministry and Service staff.
4. We met with representatives of Career Services to review our mutual assessment of their unit. Our discussion, which covered sections 1-11 of the 13 part study guide, will be concluded during our next meeting, and the results of our assessment will help Dr. Cicala and Career Services Director Lou Lamorte chart action steps and evaluation methods for the months and years to come. General conclusions, as of this discussion, indicate the Career Services meets well the great majority of CAS standards and that areas for continued improvement may include more routine evaluations and assessments along several lines; enhancement of communication methods and tools to help students and others learn of the unit's services and resources; and continued efforts to tailor services and resources to the particular needs of students from an increasingly diverse variety of backgrounds and of our ever-evolving array of academic programs, as well.

Respectfully Submitted By: Joseph J. Cicala, Ph.D.
Dean of Students

DSA Meeting Minutes

Division of Student Affairs

Student Affairs Committee: February 15, 2005

Members Present: Joseph Cicala (chair), James Brightman, Katie Daniels, Kevin Martin, Lane Neubauer, Erin Oakes, Patrice Oppliger, Rejeanne Richard, Leo Schwartz, Nikki Schwartz. Guests: Students' Government Association (SGA) members, other than those on the committee, Peter Ajak, Bill Hash, Ricardo Johnson, Vernon Preston, Tim Ward, Jonathan Webster; students Elizabeth Meehan, Christina Stolfo; Art Grover, Director, and John Gallagher and Denny Graeber, Assistant Directors, Safety and Security; Lou Lamorte, Director, and Michael Bachman, Associate Director, Career Services.

Members Absent: Evelyn Klein, Margaret McCoe, Michael Nicholas.

1. Mr. Schwartz led us in a moment of prayer and reflection.
2. The minutes of our February 8 meeting were reviewed and approved.
3. Members agreed that they understand and are ready to complete by March 1 the CAS (Council for the Advancement of Standards) study guide for University Ministry and Service.
4. We discussed at length – along with invited guests from SGA and Safety and Security, as well as two students who had contacted Dr. Cicala about specific concerns – short and longer term concerns about student parking on campus. Mr. Grover offered Safety and Security's apology for lack of notification to the larger University community concurrent with the reclassification of 38 spaces in the Hayman Center lot from student use to faculty/staff use, and explained that the reclassification is likely for the remainder of the current academic year only. Issues raised for discussion included the numbers of spaces in relation to the numbers of permits sold (currently within standards of comparable institutions, a situation that will most likely be even better still when all lots are returned to use following the construction of our new residence and dining halls); the distinct needs of commuter students, day and evening, as compared to those of resident students; current uses of and issues regarding the Central High School parking lot in the evenings; and the impact of snow (and snow removal) on parking availability, along with various strategies in which students themselves may be able to ease difficulties. It is, as of this writing, Safety and Security's plan to return all lots to the classifications and uses they had prior to the beginning of our residence and dining halls construction project and to carefully observe patterns of usage (and any shifts in those patterns) during 2005-2006, with the new residence and dining halls in full operation, before considering any major reclassifications or use of lots.
5. We met with representatives of Career Services to conclude our mutual assessment of their unit. Our discussion covered sections 11-13 of the CAS study guide. General conclusions, in addition to those reached at our previous discussion, indicate that Career Services staff can and should continue to seek and find ways to reach out to the increasingly diverse groups represented by our students and our academic offerings, to increase and enhance assessment efforts and communications*, and to ensure unit staff members' familiarity with and fulfillment of the unit's adopted code of ethical standards. (*It was noted by a committee member, and seconded by others, that the unit's current publicity for the upcoming Career Expo is prominent and effective.) As discussed previously, the results of our assessment will help Dr. Cicala and Career Services Director Lou Lamorte chart action steps and evaluation methods for the months and years to come.

Respectfully Submitted By: Joseph J. Cicala, Ph.D.
Dean of Students

DSA Meeting Minutes

DIVISION OF STUDENT AFFAIRS

ACTIVITIES FUNDING BOARD MEETING MINUTES 1/27/05

MEMBERS PRESENT: Mark Badstubner, Gerry Ballough, Mike Farrell, Donna Fiedler, Ed Fitzpatrick, Lasella Hall, Ricardo Johnson, Allen Jordan, Chris Kazmierczak (co-chair), Pete Lafferty (co-chair), Sean Lavelle (chair of meeting), Kaitlyn Muller, Patrick Spicer, Tim Ward, Jonathan Webster

MEMBER(S) NOT PRESENT: Luke Bollerman

Board Business I /General Board Business/Announcement

Members of the board were informed that the Annual Budget deliberations for the board members are going to be held on Saturday, April 16, 2005. There will be an extra weekday meeting scheduled, if deliberations are still needed.

Board Business II /La Salle Ambassadors

Members of La Salle Ambassadors are requesting \$871.00 to send four students to the Association of Student Advancement Programs Conference in Philadelphia, from February 25-27, 2005.

MOTION: Pat Spicer to allot \$871.00 for this program.

SECOND: Ricardo Johnson

VOTE: In favor: 12 Opposed: 0 Abstain: 0

Board Business III /F.O.C.U.S.

Members of F.O.C.U.S. are requesting \$2,117.50 to attend the COOL Idealist National Conference at UC-Berkeley, from March 17-20, 2005.

MOTION: Ricardo Johnson to allot \$2,117.50 for this request.

SECOND: Ed Fitzpatrick

VOTE: In favor: 9 Opposed: 0 Abstain: 3

Board Business IV /Community Development

Members of Community Development are requesting \$1,200.00 for 40 tickets to an upcoming Philadelphia Soul Arena Football League game.

MOTION: Ricardo Johnson to allot \$1,200.00 for this request.

SECOND: Mike Farrell

VOTE: In favor: 11 Opposed: 0 Abstain: 1

Board Business V /Phi Beta Sigma

Members of Phi Beta Sigma are requesting \$3,707.01 for a speaking engagement entitled: "Hip-hop: The Music, The Culture, The History" presented by Kevin Powell, scheduled for February 11, 2005.

MOTION: Ricardo Johnson to allot \$3,707.01 for this request.

SECOND: Tim Ward

VOTE: In favor: 10 Opposed: 0 Abstain: 2

Note: The Board stipulates advertising to La Salle University students in advance of advertising to other universities.

Submitted by: **Christopher Kazmierczak**, Associate Director,
Pete Lafferty, Community Coordinator for Leadership Development,
Funding Board Co-Chairs

DSA Meeting Minutes

DIVISION OF STUDENT AFFAIRS

ACTIVITIES FUNDING BOARD MEETING MINUTES 2/10/05

MEMBERS PRESENT: Gerry Ballough, Donna Fiedler, Ed Fitzpatrick, Ricardo Johnson (chair of meeting), Pete Lafferty (co-chair), Erin Pritchard (non-voting-to replace Patrick Spicer at future meetings), Patrick Spicer

MEMBER(S) EXCUSED: Chris Kazmierczak (co-chair), Sean Lavelle, Kaitlyn Muller

MEMBER(S) NOT PRESENT: Mark Badstubner, Luke Bollerman, Lasella Hall, Allen Jordan, Tim Ward, Jonathan Webster

Board Business I/Community Development/All-Campus Formal Committee

Members of Community Development/All-Campus Formal Committee are requesting \$4,284.50 for an all-campus formal to be held on April 2, 2005 at Ilona Keller's Dugan banquet facility.

MOTION: Pat Spicer to allot \$4,284.50 for this program.

SECOND: Donna Fiedler

VOTE: In favor: 4 Opposed: 0 Abstain: 1

Note: The Board advises a strong effort on advertising, and reminds this group that future funding is dependent upon past performance/turnout.

Board Business II/Circle K

Members of Circle K are requesting \$1,259.29 to attend the 43rd Annual District Convention in State College, PA, from March 18-20, 2005.

MOTION: Pat Spicer to allot \$1,159.29 for this request.

SECOND: Gerry Ballough

VOTE: In favor: 4 Opposed: 1 Abstain: 0

Note: The Board votes not to fund supplies (markers, banners, paint, etc.)

Board Business III/Peer Educators

Members of Peer Educators are requesting \$2,718.50 for the 2nd Annual Mock Prom, to be held on February 24, 2005.

MOTION: Pat Spicer to allot \$2,718.50 for this request.

SECOND: Ed Fitzpatrick

VOTE: In favor: 5 Opposed: 0 Abstain: 0

Board Business IV/Students In Free Enterprise (SIFE)

Members of Students In Free Enterprise are requesting \$1,992.90 for the SIFE Competition in Boston, to be held on April 4, 2005.

MOTION: Pat Spicer to allot \$0.00 for this request.

SECOND: Ed Fitzpatrick

VOTE: In favor: 5 Opposed: 0 Abstain: 0

Notes: The Board requests that SIFE return with a revised proposal.

Submitted by: **Christopher Kazmierczak**, Associate Director,
Pete Lafferty, Community Coordinator for Leadership Development,
Funding Board Co-Chairs

Employment

La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers. La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1013

Ordained Campus Minister

La Salle University is searching for an ordained priest to join the staff of University Ministry & Service (UMAS), a unit within the Division of Student Affairs. UMAS supports strong programs in liturgy, community service, adult learning, and social justice.

In addition to presiding at sacramental celebrations, responsibilities include supervising the training of liturgical ministers, planning liturgies in cooperation with the members of the liturgical planning group, and providing opportunities for members of the community to participate in reflective and social events. In association with other members of the UMAS team and the Division of Student Affairs, the Campus Minister also contributes to the strong living-learning environment which characterizes the university.

The ideal candidate should have strong interpersonal skills, some experience in ministry in a university setting and a demonstrated dedication to higher education.

The appointment, starting August 15, 2005, is for 10 months per year and includes a competitive benefits package.

La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The university strives to offer, through effective teaching, quality education founded on the idea that intellectual and spiritual development go hand in hand, mutually complementing and fulfilling each other. For a complete mission statement, visit our website at www.lasalle.edu.

A résumé and any pertinent supporting materials (including three letters of recommendation from persons familiar with the candidate's experience in ministry) should be sent to:

Brother Charles Echelmeier, FSC, Director
University Ministry & Service
La Salle University
Box 841
1900 West Olney Avenue
Philadelphia, PA 19141.

Applications will be accepted and reviewed until the position is filled.

The Campus News

Procedures for Submitting Items for Inclusion in the Campus News

All information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
 - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
 - via 1/4 floppy disk or CD
 - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact Jim Sell at 215-991-3615 or jsell@lasalle.edu

Sam Pino at pino@lasalle.edu (X1039)
Mail and Duplicating

Jim Sell at jsell@lasalle.edu (X3615)
Portal Communications

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
- **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**